

DFCS Field Fiscal Services Employee Web Portal

Website Address <https://smileonline.us>

The employee's Web Portal allows employees the ability to access their W-2 and payroll and travel check information, as well as, enter their time sheets/leave.

- Detailed current and historical payroll and travel check information can be viewed and printed.
- W2s for calendar 2014 forward can be viewed and printed.
- All time sheets entered into the system from the time a region went live on the leave module forward can be viewed. (each region has a different beginning date for this)

1st Register as a New User:

- 1) Log into website: <https://smileonline.us>
- 2) Read Caution Message. Click ok.
- 3) Click Register as a new user from the Welcome Screen
- 4) Click DFCS Employee from the Registration Screen
- 5) Type EMP/ERS#. **Tab**. Select Region by clicking on the drop down arrow. Type SSN without dashes. **Tab**. (Use Tab key not Enter)
The User Name and State email address will populate.
Type remaining information using the Tab key after each field (Personal E-Mail Address, User ID, Password, Confirm Password, Password Hint). Click Next.
- 6) Click on the drop down arrow at the end of each question to select your security questions. Type answers. Click Next.
- 7) Choose a security image by clicking on box under the image.
- 8) Read the terms and conditions and click the box "I agree to the terms and conditions." Click Next.
- 9) To check payments, begin at step 5 below.

To display/print payroll or travel check information:

- 1) Log into website: <https://smileonline.us>
- 2) Read Caution Message. Click ok.
- 3) At the Welcome Page, type User Name. Click Next.
- 4) The security image will appear. Type password. Click Login.
- 5) Click Where's My Check Tab. Click on Employee Payments from the drop down.
- 6) **When logging in for the first time only, you will be prompted to click on the Consent Box.** Click the Box. Click Continue.
- 7) Click on drop down arrow beside Last 30 days to display available search criteria. Click on selected Search Criteria. Click Display Payments.
NOTE: If Specific Date or Date Range is selected as the search criteria, the date(s) must also be selected.
- 8) Check Payments will display based on the selected search criteria. For detailed information on a specific check that is displayed:
 - a) Double click on the Pay Date for the check
 - b) The check will populate, highlighted in blue, in the Click Here to Display Payment Data Box. Click on check. The detailed check information will automatically display as a pdf file.
- 9) Click on the "x" in the tab to close the screen.

To access or print W2 information:

- 1) Log into website: <https://smileonline.us>
- 2) Read Caution Message. Click ok.
- 3) At the Welcome Page, type User Name. Click Next.
- 4) The security image will appear. Type password. Click Login.
- 5) Click Tax Forms Tab.
- 6) Click W2 from the dropdown box. If prompted, Click on the consent box and Click continue.
- 7) Select the tax year from the dropdown box. From the dropdown arrow beside Include Instruction Page, Select N to not include the W2 instruction page, Y to include, or O if only want the instructions without the W2.
- 8) Click on Display W2. Click on Available Tax Forms once the data populates.
- 9) The W2 will automatically display on the screen as a pdf file.

To change your password, profile, security questions or security image:

- 1) Log into website: <https://smileonline.us>
- 2) Read Caution Message. Click ok.
- 3) At the Welcome Page, type User Name. Click Next.
- 4) The security image will appear. Type password. Click Login.
- 5) Click on My Profile Tab.
- 6) Click on selection from dropdown that needs to be changed or updated.

Instructions on how to use the new leave module (a webinar will be added to the site shortly after the first of the year, 2019)

- 1) Log into website: <https://smileonline.us>
- 2) Read Caution Message. Click ok.
- 3) At the Welcome Page, type User Name. Click Next.
- 4) The security image will appear. Type password. Click Login.
- 5) Click on Leave Time Card tab.
- 6) Click on Leave Manual to get step by step instructions on how to use the new leave module.

Contact Us:

For technical issues such as problems with your user Id, password or displaying and/or printing your tax statements, contact SMILE Customer Support at 1-800-553-5911 and follow the prompts 1 and 1 between 8:30 a.m. and 5:00 p.m.